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The Continuity of Operations Plan (COOP) is developed to assist in preventing events which may disrupt business operations and services and minimize their potential impact.

All state agencies should establish and maintain a viable COOP capability, which identifies the performance of essential functions during any emergency, or situation which disrupt normal operations.

A viable COOP capability identifies plans and procedures, alternate facilities, and alternate interoperable communications as well as data support systems, and is reinforced by a comprehensive orientation, training, and exercise program.



# Issues Needing Resolution

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- Are there provisions for “Standby Duty”, “Compressed Work Schedules”, “Bi-Weekly and Annual Premium Pay Limitations”?
- When employees are sent home or instructed not to come to work how are they compensated for their time?
- Do plans and procedures exist for laying off employees or closing facilities in the event of an emergency?





# Action Items

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- What policies and plans regarding Human Capital currently exist?
- Where are they and may we include them in our effort?
- Who is our Point of Contact?